

# 2019 Football Manual



For Coaches & Athletic Administrators

Ohio High School Athletic Association

4080 Roselea Place

Columbus, Ohio 43214

## **Table of Contents**

<b>A Message from Beau Rugg .....</b>	<b>2</b>
<b>2019 Important Football Dates.....</b>	<b>3</b>
<b>OHSAA Contact Information / Football Informational Links.....</b>	<b>4</b>
<b>State Rules Interpretation Meeting Information .....</b>	<b>5</b>
<b>New for 2019 and Points of Emphasis .....</b>	<b>6</b>
<b>Ohio Rule Adaptations &amp; New NFHS Rules .....</b>	<b>8</b>
<b>Tournament Organization &amp; the Harbin Ratings System.....</b>	<b>10</b>
<b>OHSAA Sport Regulations .....</b>	<b>16</b>
<b>A Message from Bruce Maurer .....</b>	<b>17</b>
<b>2019 Rules Information .....</b>	<b>18</b>
<b>Rating &amp; Voting of Officials .....</b>	<b>20</b>
<b>Miscellaneous Information.....</b>	<b>21</b>
INQUIRIES.....	21
COACHES' COMMENTS TO THE NEWS MEDIA .....	21
PRE-SEASON PARENT/PLAYER MEETINGS.....	21
WILSON & GAME BALL INFORMATION .....	21
NFHS 4 QUARTERS OF FOOTBALL HELMET SAFETY.....	22
COACH CERTIFICATION & EDUCATION REQUIREMENTS.....	22
NOTE ON SCHEDULING & OUT-OF-STATE COMPETITION .....	22
<b>Concussion Management .....</b>	<b>24</b>
<b>Return to Play Form for Schools.....</b>	<b>27</b>
<b>Lightning and Inclement Weather .....</b>	<b>28</b>
<b>Bands and Stadium Noise.....</b>	<b>29</b>
<b>Questions &amp; Answers.....</b>	<b>30</b>
<b>Specific Information for Officials.....</b>	<b>32</b>
<b>Pre-Game Public Address Script.....</b>	<b>33</b>
<b>Coaches Code of Ethics.....</b>	<b>34</b>
<b>Sportsmanship .....</b>	<b>35</b>
<b>Addendum A: OHSAA Guide to Officials: Being a Good Guest.....</b>	<b>38</b>
<b>Addendum B: OHSAA Guide to Being a Good Host .....</b>	<b>40</b>

## A Message from the Senior Director of Officiating and Sport Management,



07/30/2019

The 2019 football season is at hand and the Football Manual is created to help make this season a successful one. Please review this document and make other coaches and administrators aware of information that will assist them in their responsibilities. The student-athlete experience will be enhanced by coaches, officials, and administrators working together to provide a safe environment in interscholastic athletics.

Please review the Contact Regulations as they relate to **Practice**. There is a difference between pre-season practice and in season practice. Also, it is important to remember that the time restrictions are per player. The details of the regulations are in this manual and the 2019 Football Regulations. Also, take special note of the "What's New" section because there are some new Ohio adaptations and a couple of new rule changes. As always, make sure you review our points of emphasis.

We know that there is tremendous learning that student-athletes receive from education-based athletics. I am very appreciative of the dedication that coaches in Ohio have to make this learning happen. Remember, only about 3% of high school seniors will play football beyond high school. Thank you for being great role models!

The 2019 Football Finals will be in Canton at the Tom Benson Pro Football Hall of Fame Stadium this year and we have been working very hard to make this experience great. I hope many of you will join us at the Finals to celebrate a great 2019 season. Good Luck and I wish you all great success. Please contact me at [brugg@ohsaa.org](mailto:brugg@ohsaa.org) if you need assistance.

All OHSAA Football related information can be found at <http://www.ohsaa.org/sports/football>.

A handwritten signature in black ink, appearing to read 'Brugg'.

Beau Rugg, Senior Director of Officiating & Sport Management

### ***The Ohio High School Athletic Association Mission Statement***

*The Ohio High School Athletic Association's mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of participants, good citizenship and lifelong values as the foundation of interscholastic athletics.*

## 2019 Important Football Dates

June 1 - July 31	Coach contact - 10 days
	7-on-7 non-contact games permitted
	Uniform and equipment may be distributed but not used prior to first day of practice
August 1	First day of coaching permitted
	Two-a-days permitted
August 1 & 2	Helmet, shoes, and shorts - No contact
August 3 & 5	Helmets, shoulder pads, shoes, and shorts - No contact
August 6	Full equipment - No contact
August 7	First day of contact practice
August 4, 11	Mandatory days off
August 9-24	First high school scrimmage permitted Maximum length is 3 hours for grades 9-12
August 13	First 7-8 grade scrimmage permitted (after 10 days of practice) Maximum length is 2 hours for grades 7-8
August 24	Final high school preseason contest permitted Scrimmage, preview, or jamboree
August 26	Regular season begins
October 14	Non-Interscholastic Date (see below)
November 8 & 9	Regional Quarterfinals
November 15 & 16	Regional Semifinals
November 22 & 23	Regional Finals
November 29 & 30	State Semifinals
December 5, 6 and 7	State Finals: Tom Benson Stadium - Canton
Coach - No Contact Period	Begins on first day after last game and ends after 28th day

### Football Non-Interscholastic Date

*The OHSA establishes a "non-interscholastic" date for each sport that is 6 weeks from the first tournament date. Though football student-athletes are not permitted to play ANY non-interscholastic football DURING THE SEASON OF PLAY, any player that violates this rule on or after the established 'non-interscholastic date' loses his/her eligibility for the OHSA tournament at all levels. Please continue to remind your players of the non-interscholastic rule throughout the season.*

## OHSAA Contact Information

Beau Rugg <a href="mailto:brugg@ohsaa.org">brugg@ohsaa.org</a>	Senior Director of Officiating & Sport Mgmt.	Football Admin./Tourn. Coordinator
Bruce Maurer <a href="mailto:bmaurer38@gmail.com">bmaurer38@gmail.com</a>	Director of Officiating Development	Coordinates Edu. & Recruitment of Officials
Angie Lawler <a href="mailto:alawler@ohsaa.org">alawler@ohsaa.org</a>	Director of Officiating & Sport Management	Assists with FB Coordination

## Football Informational Links

OHSAA Football Webpage: <http://www.ohsaa.org/sports/football>

OHSAA Football Regulations: <http://www.ohsaa.org/sports/rglts/ft.pdf>

OHSAA General Sports Regs.: <http://www.ohsaa.org/sports/rglts/GeneralSportsRegulations.pdf>

OHSAA Uniform Regulations: <http://www.ohsaa.org/SchoolResources/uniform/football>

**2019 Football Regional Maps:** <http://ohsaa.org/Portals/0/Sports/Football/2018/RegionalMaps2018.pdf>

**2019 Regional Assignments:** <https://www.ohsaa.org/Portals/0/Sports/Football/2019/RegionAssignments2019.pdf>

**2019 Divisional Breakdowns:** <https://www.ohsaa.org/Sports-Tournaments/Football/Football-2019>

**Officiating Rules & Philosophies:** <http://ohsaa.org/Portals/0/Officiating/Officiating-Rules-Philosophies.pdf>

**Unsportsmanlike Conduct:** <http://ohsaa.org/Portals/0/Officiating/Unsportsmanlike-Conduct.pdf>

**Rules Index:** <http://ohsaa.org/Portals/0/Officiating/rulebookindex.pdf>

**OHSAA Football Officials Website:** <http://ohsaafb.com/>

**Ohio HS Football Coaches Association:** [www.ohsfca.net](http://www.ohsfca.net)

**NFHS Rule – 40/25 Play Clock Instructions:** <https://ohsaa.org/Portals/0/Sports/Football/PlayClockInstructions.pdf>

**National Federation of State High School Associations:** [www.nfhs.org](http://www.nfhs.org)

**Coaches' Education:** [www.nfhsllearn.com](http://www.nfhsllearn.com)

**Positive Sport Parenting (NFHS Course):** <https://nfhslearn.com/courses/18000/positive-sport-parenting>

### **OHSFCA**

Ohio High School Football Coaches Association  
Website: [www.ohsfca.net](http://www.ohsfca.net)

### **OHSFCA Officers**

President – Gerald Cooke, Zanesville High School  
Vice President - Tom Pavlansky, Lakeview High School  
Secretary - Dick Kerschbaum, Brookside High School  
Treasurer - Paul Yunker, Fairview High School

## State Rules Interpretation Meeting Information

Though we encourage everyone to complete the State Rules Interpretation Meeting online, a limited number of face-to-face meetings will be offered in for officials only.

Completion of the State Rules Interpretation Meeting, whether online or face-to-face, is mandatory for all coaches and officials.

### Online Method of Completion

All Coaches and Officials will access the state rules meetings through their myOHSAA accounts.

The online State Rules Interpretation Meeting link will be available from Wednesday, July 24 at 9 AM until Wednesday, August 28 at midnight.

The last day for completion of the online version is Wednesday, August 28, after that a \$50.00 late fee is charged for access to the online version.

**Coaches** *should contact their athletic administrator if they do not have a myOHSAA account.* The athletic administrator will need to add the coach to the school's staff management in myOHSAA. This will generate an email invitation from [info@myOHSAA.org](mailto:info@myOHSAA.org) to the coach. Coaches should look for this email in their inbox, junk or spam folders. Once the email is received, coaches should open the email and click the link inside and use the "Register" portion of the screen to create an account. Follow all prompts to create login credentials, verify your email address and complete your contact information. Once the account is created and all dashboard items completed, a blue button for the school will be added to your account. Click the button and use the State Rules Meeting link in the left column to access the list of meetings.

**Officials** should login to their myOHSAA account and use the State Rules Meeting link to access the list of meetings. Please note that all screens of the presentation must be viewed for attendance credit to be provided.

Please do not call the OHSAA office to inquire about attendance. Officials will have their profile page updated reflecting their attendance periodically (it is NOT immediate). Schools will have their profile page updated periodically reflecting attendance credit. The system **does not** provide confirmation emails upon completion. **PLEASE do not call the office for verification** after completing the online version; profiles are updated approximately every 5 days.

### Face-to-Face State Rules Interpretation Meetings – Officials Only

**Officials** have the option of a limited number of face-to-face meetings in addition to the online option. If you choose to attend a face-to-face State Rules Interpretation meeting, please take the card that was included in your pre-season mailing and turn in at the conclusion of the meeting you attend. Meetings and their locations are listed below and can be viewed at clicking on the "Rules Meetings" icon in your myOHSAA profile.

**Coaches** may only complete the online Rules Interpretation Meeting, there are no face-to-face offerings.

## New for 2019 and Points of Emphasis

### 1) **Playoff Schedule**

Divisions 1, 2, 3, and 6 will play on Friday during weeks 11-14. Divisions 4, 5, and 7 will play on Saturdays during weeks 11-14.

### 2) **Jerseys**

The NFHS Rules pertaining to football jerseys will be strictly enforced.

- a. Jerseys must cover all shoulder pads and back pads (see #1 above).
- b. The only legal lettering on the “nameplate” includes the school’s nickname, school name or player name.

### 3) **Video**

Coaches and players may view video on the sideline. NFHS Rule 1-1-9 states that the use of any replay or television monitoring by the game officials in making any decision relating to the game is prohibited. Any attempt by any coach or team representative to show an official video during the game is grounds for an unsportsmanlike conduct foul.

### 4) **Contact Regulations:**

#### Contact Definitions

#### 1. Unrestricted Activities

- A. Air – (Coach pre-determined outcome) – Players run a drill unopposed without contact.
- B. Bags – (Coach pre-determined outcome) – Drill is run against a bag or other soft contact surface.
- C. Control – (Coach pre-determined outcome) – Drill is run at assigned speed until the moment of contact; one player is pre-determined the “winner” by the coach. Contact remains above the waist and players stay on their feet.

#### 2. Restricted Contact

- A. Thud – (Non coach pre-determined outcome) - Drill is run at assigned speed until the moment of contact; no pre-determined “winner”. Contact remains above the waist and players stay on their feet and a quick whistle ends the drill.
- B. Live Action - (Non coach pre-determined outcome) – Games, scrimmages and drills run in game-like conditions. These are the only times that players are taken to the ground.

#### Spring, Summer, and All Off-Season Contact

Already the rule in Ohio, there is no contact permitted except during the season, and pads may not be worn at any time except during the season. (Many states that allow spring football practice and contact in the summer have a much higher rate of concussions.)

#### Preseason Practice (all practices prior to the first regular-season game)

Note: the following regulations apply to individual student-athletes. Position groups, etc., can alternate contact to adhere to the regulations. Also, contact with soft equipment such as bags, shields, sleds, etc., does not count toward contact limitations. Additionally, the task force noted that preseason practices may require more full-contact time than practices occurring later in the regular season to allow for teaching fundamentals with sufficient repetition:

- a. Physical Examinations: Already the rule in Ohio, a medical examiner must certify each individual’s physical fitness no less than once each calendar year and these signed forms must be on file at the school before any candidate for a team may participate in practice.

b. Acclimatization Period: Already the rule in Ohio, a five-day acclimatization period is mandatory prior to any contact drills. Only helmets are permitted on the first and second days of practice. Shoulder pads may be added on days three and four. Full pads may be worn on the fifth day. Full contact is permitted on the sixth day.

c. Full Contact Limited During Two-A-Day Practices: When more than one practice takes place in a day, full contact is permitted only during one of the practices. With the importance of recovery time to help minimize concussion risks, consideration should also be given to the timing of full contact during the next day (i.e. if full contact occurs during session 2 of two-a-days, there should not be full contact in session 1 of two-a-days the following day).

#### Practice During the Season (all practices after the first regular-season game)

Note: the following regulations apply to individual student-athletes. Position groups, etc., can alternate contact during the week to adhere to the regulations. Also, contact with soft equipment such as bags, shields, sleds, etc., does not count toward full contact limitations:

1. Consider limiting full-contact on consecutive days.
2. A student-athlete is limited to 30 minutes of full contact in practice per day.
3. A student-athlete is limited to 60 minutes of full contact in practice per week.
4. A student-athlete can be involved in full contact in a maximum of two practices in a seven-day span.

#### **5) Free Blocking Zone-Low Blocks by Offense OR Defense**

In order for a low block to be legal, all of the following conditions must be met:

- a. Both players must be in the Free Blocking Zone (8 YDS X 6 YDS centered on the FB at the snap) & on the LOS at the snap.
- b. The ball must be in the Zone.
- c. The Contact/Block occurs in the Zone.
- d. The Block must occur immediately at the snap if the ball leaves the Zone (shotgun).

#### **6) Blindside Blocks**

Definition: A blindside block is a block against an opponent, other than the runner, who does not see the blocker approaching.

- It must be outside the free blocking zone against an opponent, other than the runner, who does not have a reasonable opportunity to see the blocker approaching.
- A blindside block with **forceful contact** initiated with **open hands** is legal, inside or outside of the free-blocking zone.



## Ohio Rule Adaptations & New NFHS Rules

### **1) Overtime**

- At the end of regulation, there will be a three-minute intermission during which both teams may confer with their coaches. During the intermission, the officials will meet the captains at the center of the field for a coin toss. The winner of the toss shall be given the choice of defense or offense or which end of the field the ball will be put into play. Each team will be permitted one timeout per overtime period.
- After the coin toss, the offensive team will put the ball in play, first and 10 on the defensive team's 20-yard line. The possession shall be terminated if the offense scores, the defense has possession of the ball at the end of any down (if the defensive team gains possession, the ball becomes dead immediately) or the offense fails to make the line-to-gain.
- After the offense has completed its possession, the defense will become the offensive team. In order to ensure equal game conditions, the same goal shall be used by both teams.
- If the score remains tied after each team has been given one series, the procedure shall be repeated, except there will be no coin toss, until a winner is determined. There will be an intermission of two minutes, during which the loser of the original coin toss will be given first choice of the options, which includes the option to change goals. First choice of options will alternate for each overtime period.
- There will be an intermission of five minutes after every third overtime period.

### **2) Point Differential (Running Clock)**

The National Federation Football Rules state in Rule 3, Section 1, Article 2 that:

“A state association may also establish guidelines to use a running clock when a prescribed point differential is met”.

The following is what we have adopted in Ohio:

After the first half, any time the score differential reaches 30 points or more for grades 7-12, the following changes, and only these changes, will be made regarding rules determining when the clock will be stopped. The clock will be stopped when:

- 1) An official's time-out is called
  - A. For an injured player
  - B. Following a change of team possession
- 2) A charged time-out is called
- 3) At the end of a period
- 4) A score occurs
- 5) Any unusual delay

The clock will start again on the ready for play signal for the first play after the above situations.

Note 1: The clock will continue to run in all other situations.

Note 2: The use of this rule does not preclude the use of NFHS Rule 3-1-3, which reads: “A period or periods may be shortened in any emergency by agreement of the opposing coaches and referee. By mutual agreement of the opposing coaches and the referee, any remaining periods may be shortened at any time or the game terminated.”

Note 3: After the 30-point difference has been met, if the score drops below 30 points the clock reverts to regular timing.

PA Announcement when Point Differential has been reached:

“Ladies and Gentlemen, this game will now be played with a running clock per the new OHSA point differential rule. The clock will still be stopped after changes of possession, at the end of periods, and for time-outs. If the point differential should fall beneath 30, normal clock operations will resume. Thank you for attending (today’s/tonight’s) game!”

Provided is a link to a document that can be used by the Clock Operator as a reference for the new Point Differential Rule: [Point Differential Index Card Reference](#)

### **3) Kickoff Rule**

Kickoff Modification below Varsity Level: There will be no Free Kicks (Kickoffs) for 7th and 8th grade or Freshman contests.

JV contests may include Free Kicks IF both coaches agree (by informing the Referee) prior to the contest. There shall be no Free Kicks if one coach does not agree. If the coaches agree to use kickoffs at the JV level, they may stop during the game by mutual agreement.

### **4) NFHS New Rules: Equipment Rule & New Kick Enforcement**

#### **Equipment Rule**

Last year the NFHS approved the equipment rule we as it relates to legal equipment not worn properly and illegal equipment. When any required player equipment is missing or when illegal equipment is found, correction shall be made before the player may participate. If the missing or illegal equipment is detected during the down or subsequent dead ball action related to the down without being directly attributable to a foul by an opponent, the player shall be replaced for at least one down, unless halftime or an overtime intermission occurs. This does not relate to prompt repair of equipment that becomes illegal or defective through use.

a. Jerseys must comply with NFHS Rule 1, Section 5, Article 1. This rule requires that jerseys must cover all padding above the waist. This rule also stipulates that the back panel on the shoulder of the jersey may only contain the school name, school nickname or player’s name.

b. Helmet Attachments: This has not changed and the decision as to whether to use or not use helmet attachments remains, at the high school level and all other levels, within the discretion of the various teams, coaches, athletes, & parents. This refers to helmet add-ons as those products from ProCap, Shockstrip, & Gardian Cap and others. These are products that attach padding to the helmet. They are legal by NFHS Rules.

#### **New Kick Enforcement**

A new enforcement has been added to kick plays when the kicking team fouls prior to the end of the kick. The receiving team may accept this penalty from the succeeding spot. For example, when a kickoff goes out of bounds, the receiving team may accept a 5-yard penalty from where the ball went out of bounds.

# Tournament Organization & the Harbin Rating System

*From the 2019 Tournament Regulations found here:*

<https://www.ohsaa.org/Portals/0/Sports/Football/FBTourneyRegs.pdf>

These regulations were adopted by the Ohio High School Athletic Association Board of Directors on June 3, 2019.

**The following regulations apply to all levels of the tournament unless otherwise specified. The Football Administrator is authorized to modify these regulations when it is deemed necessary by the Football Administrator, subject to ratification by the Board of Directors.**

## SECTION 1 – TOURNAMENT ORGANIZATION

### 1. Sponsorship & Management

The Ohio High Athletic Association sponsors the Regional and State Football Tournaments. Each tournament game shall be conducted in accordance with the 2019 Football Tournament Regulations and the 2019 OHSAA Football Manual. The OHSAA will contract with member schools, collegiate and/or professional sites to host a tournament contest. A game manager shall be appointed by the administrator of the contracted site. The OHSAA Football Administrator retains the right to approve all managers for each football tournament contest. The OHSAA Football Administrator is the final authority on all questions and situations arising from the regulations and the management of the football tournament.

### 2. School Sponsored Football Team Schedule

OHSAA member schools that sponsor a varsity football team shall enter their home games and accept their away games in the ArbiterGame system by August 1. Games played with non-OHSAA members (home or away) must be entered by the OHSAA member school. Conferences may have “TBA” opponents for week 10 contests if the process for determining the opponents is approved by the Football Sport Administrator prior to the season. In order for a schedule change to be used for the tournament rating purposes the following conditions apply:

- 2.1 Any addition/deletion or change must be entered into the ArbiterGame system before the game is played and;
- 2.2 There must be a written, signed agreement between the opposing schools dated prior to the date of the game, but not later than **October 1, 2019** and;
- 2.3 Provided there is not a cancellation of a game already under contract, except if the date becomes open due to the prospective opponent school being on strike or discontinuing its football schedule and;
- 2.4 The game is not a “playoff” game involving intraleague or interleague play.
- 2.5 All regular season games must be played on or before the Saturday of the 10<sup>th</sup> week (November 2, 2019).

**NOTE: Beginning in 2022, only contests played against NFHS Member State Association schools or Affiliate Association schools will count towards the Harbin Ratings.**

### 3. Division Assignments

The division to which a school is assigned is based upon the male enrollment of the school in grades 9-11 as reported by the State Department of Education in even years, with the addition of

the Competitive Balance numbers. Base enrollment numbers were calculated for a two-year period beginning June 1, 2019 and Competitive Balance numbers will be added each year before determining divisions. **Note that the number of schools sponsoring football may change from one year to the next.**

The division ranges with point values are:\*

<b>Division</b>	<b>Male Enrollment</b>	<b>Points</b>	<b>No. of Schools</b>
I	591 and More	6.5	72
II	376-590	6	107
III	269-375	5.5	107
IV	208-268	5	106
V	158-207	4.5	107
VI	117-157	4	105
VII	116 and less	3.5	113
			Total: 717

**NOTE: The Division totals may change as schools adding football and schools that merge are added to divisions on September 10.**

#### 4. Eligibility for Football Tournament Participation

In order to be eligible for regional tournament participation the following requirements must be met:

- 4.1 The school must be a member of the OHSAA and in good standing.
- 4.2 A regular season football schedule must be submitted on the ArbiterGame system as required above.
- 4.3 An eligibility certificate listing all eligible players on the football team must be filed in the high school principal's office prior to the first regular season game.
- 4.4 The football team must play a minimum of eight regular season varsity high school games.
- 4.5 Any dispute to the regular season scores posted on the OHSAA website must be filed by 11:00 P.M. on November 2, 2019. **Schools should report discrepancies to Angie Lawler at [alawler@ohsaa.org](mailto:alawler@ohsaa.org)**

#### 5. Football Team Computer Rating System

The procedure used to rate football teams is based upon a system developed by Jack Harbin of Cleveland and used with his permission. The Board of Directors has modified the original system. Each team will earn points as explained below.

##### POINT SYSTEM

On the first level:

Points are earned for each game a team wins.

(FULL VALUE)

Points are earned for each game a team ties.

(ONE-HALF VALUE)

On the second level:

Points are earned for each game a defeated opponent wins.

(FULL VALUE)

Points are earned for each game a defeated opponent ties.

(ONE-HALF VALUE)

Points are earned for each game a tied opponent wins.

(ONE-HALF VALUE)

Points are earned for each game a tied opponent ties.

(ONE-FOURTH VALUE)

Points are earned on the following basis:

Division VII opponent win – 3.5 points; tie – 1.75 points

Division VI opponent win – 4.0 points; tie – 2.0 points

Division V opponent win – 4.5 points; tie – 2.25 points

Division IV opponent win – 5.0 points; tie – 2.5 points

Division III opponent win – 5.5 points; tie – 2.75 points

Division II opponent win – 6.0 points; tie – 3.0 points

Division I opponent win – 6.5 points; tie – 3.25 points

5.1 First Level Points are awarded for

- a. Each game a team wins (full value)
- b. Each game a team ties (half value)
- c. No points are awarded for game lost

5.2 Second Level Points are awarded as a result of a team defeating or tying an opponent according to the following formula:

- a. Defeating an opponent awards to the winner the loser's first level points.
- b. Tying an opponent awards the team one half the opponent's first level points.
- c. No second level points are awarded for losing to an opponent.
- d. A divisor is used to determine second level points. It is based on the number of games that opponents have played to date. For each open date that an opponent has had to date, a smaller divisor is used to calculate second level points.

Note: Before any games are played, the computer assumes that the opponents on each school's schedule will play a full complement of games and assigns the divisor of 100 (10 weeks times 10 opponents=100). After each week of the season, for each open date that occurs for an opponent that a school has played to date, the computer subtracts the divisor by one. In other words, if week five has just been completed and all five of a school's opponents have played a full complement of games, then the divisor remains at 100, and second level points are divided by 100. If one opponent on a school's schedule to date has an open date, then the divisor reduces by one to 99, and second level points are divided by 99, and so on. The second level points are then multiplied by the factor 10 in order to move the decimal point higher so that the averages are comparable to those in past years.

5.3 Non-member OHSAA school opponents are assigned a point value based upon the male enrollment biannual collection process used for member schools. Enrollment for grades 9-11 used in the first year. If the opponent was not played in the first year, grades 10-12 are used in the second. Second level points are awarded based upon the point value of the OHSAA non-member school multiplied times the number of victories by the non-member school (one-half value for a tie).

**Note: It is the responsibility of the OHSAA member school to monitor the posted scores for accuracy and out of state records. Schools should report discrepancies to Angie Lawler at [alawler@ohsaa.org](mailto:alawler@ohsaa.org) by Tuesday following the game, with all discrepancies reported by 11:00 P.M. on November 2, 2019.**

5.31 Three grade enrollment for non-member schools will be collected from the respective State Association's website.

5.31.1 Where total male and female enrollment are combined, the number will be divided by two.

5.31.2 Where total male enrollment combines 4 grades, the figure will be multiplied by .75.

5.31.3 If a State Association does not publish enrollment figures, the figures will be collected in the manner above from the Department of Education, or similar governing body.

5.31.4 If enrollment figures are not published by the Department of Education or similar governing body, figures will be collected directly from the non-member school.

5.32 When the non-member school plays more than 10 regular season games, only the first 10 games will count unless the game with the OHSAA member school is the 11<sup>th</sup> game in which case the nine games preceding it shall be counted.

5.33 When the non-member school plays less than 10 regular season games, the open dates will be considered an open date except in those states which conduct a state tournament in which case the first tournament game in those states will be counted, when the game is played before the final OHSAA football computer ranking is completed.

#### 5.4 Calculation of Points for Ranking Purposes

Each week, a team's first level points will be added to the team's second level points. The total points obtained will be divided by the number of games played to obtain a per game average. Teams will then be ranked within each region based upon their per game average. The margin of victory is not a factor. A win by one point or 20 points counts only as a win. In order to be eligible for tournament participation, a team must play a minimum of eight games. If a team plays less than eight games during the season, the divisor for the end of season rankings will be eight.

5.5 Only forfeits that result from a violation of OHSAA Bylaws and/or Sport Regulations will affect a team's wins and losses recognized by the OHSAA and thus impact the calculation of first and second level points. Self-imposed forfeits that result from violation of school district policy and/or league/conference policy without a contemporaneous violation of the OHSAA Bylaw or Sport Regulation will not affect wins and losses recognized by the OHSAA and will not impact first or second level points used in these calculations.

## 6. Reporting Regular Season Results

6.1 Regular season results week 1 through 9 will be posted on the OHSAA website by 10:00 A.M. on the Monday following the game. It is the responsibility of the OHSAA member school to monitor the posted scores for accuracy. Schools should report discrepancies to Angie Lawler at [alawler@ohsaa.org](mailto:alawler@ohsaa.org) by Tuesday following the game.

6.2 Games on Friday, November 1, 2019 will be posted on the OHSAA website by 11:00 A.M. Saturday November 2, 2019. It is the responsibility of the OHSAA member school to monitor the posted scores for accuracy. Schools should report discrepancies to Angie Lawler at [alawler@ohsaa.org](mailto:alawler@ohsaa.org) by 11:00 P.M. Saturday, November 2, 2019.

6.3 Games on Saturday, November 2, 2019 will be posted on the OHSAA website by 11:00 P.M. Saturday November 2, 2019. It is the responsibility of the OHSAA member school to monitor the posted scores for accuracy. Schools should report discrepancies to Angie Lawler at [alawler@ohsaa.org](mailto:alawler@ohsaa.org) by 11:00 P.M. Saturday, November 2, 2019.

6.4 Games played or completed after 11:59 PM Saturday, November 2, 2019 will not count in the computer rankings.

**The OHSAA Computer Rankings** will be released after the game results of the first four weeks of the season. The rankings will be available on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org)) and through the Associated Press on a weekly basis through the end of the season.

The rankings *do not* reflect the relative strengths of teams nor do they predict the results of future games. Rankings are used by the OHSAA to select the best teams for the tournaments based upon the caliber of their opponents.

## 7. Regional Qualifying Teams



The eight schools with the highest per game average of points in each region will qualify for the regional football tournament. If a school chooses not to participate in the regional tournament, the school with the next higher per game average will become a qualifier.

- 7.1 In case of a tie in any region, the point values of the tied teams shall be calculated using the third level of competition to break the tie.

**On the third level of competition:**

Points are earned for each game that a defeated opponent's defeated opponents may win (FULL VALUE)

Points are earned for each game that a defeated opponent's defeated opponents may tie (ONE-HALF VALUE)

CASE #1: Team A and Team B after 10 games of the regular season are tied for fourth place in their region, each with an average of 7.6500 points. By using the third level of competition for Team A and Team B, it is determined that Team A earned, with third level points, an average of 12.3500 points and Team B earned, with third level points, an average of 13.2785 points. Team B qualifies for the fourth place in the regional tournament, Team A qualifies for fifth place.

CASE #2: After 10 games of the regular season Team C and Team D are tied for eighth place in their region; each with an average of 12.4500 points. It is determined that Team C had played and defeated an out-of-state school opponent. **Third level competition points are unavailable when an out-of-state or non-member opponent is involved, therefore the tie shall be resolved by following these steps, in the order listed:**

- 1) The team that won in head-to-head competition.
- 2) If the teams did not play each other, the team with the most regular season victories will qualify.
- 3) If the teams have the same number of regular season victories, the team whose opponents earned the most victories will qualify.
- 4) If the total victories of the opponents are equal, the team with the highest victory percentage will qualify.
- 5) If the teams have identical victory percentages, there will be a blind draw conducted by the Football Administrator to determine the qualifying team.

- 7.2 In the event there is an error in determining tournament qualifiers, the OHSAA reserves the right to make the correction and to insert the correct team into the tournament provided the error is discovered prior to 12 P.M. (noon) Tuesday of the week of the regional quarterfinal game. If the error is discovered after the regional quarterfinal game has been played, no change will be made.

- 7.3 If there is a forfeiture of one or more regular season games after the qualifying teams have been announced and the team announcing the forfeiture is a qualifier and would not qualify for the tournament when the forfeiture(s) is counted, only the qualifying team that forfeits will be removed from the tournament. Their line on the tournament bracket may be taken by the highest ranked non-qualifying team when the qualifying teams were first announced **or** the last team defeated **provided** the ineligibility is determined on or before 12:00 P.M. (noon) Tuesday of the week the game is scheduled to be played. The line on the bracket will remain vacant (a bye) if the ineligibility is determined after 12:00 P.M. (noon) on Tuesday of the week the game is scheduled **or** if the new eligible team chooses not to participate.

**Note: The computer rankings will not be rerun in any other region.**

## **8. Notification of Regional Qualifying Teams**

Qualifiers and pairings for the regional quarterfinals will be available on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org)) and through the Associated Press by 2 P.M. on Sunday, November 3, 2019.

Teams that finish 1-4 in the final computer rankings will be given the opportunity to be the host (home) teams for finishers 5-8. Host sites are required to select a game manager. Game managers are required to meet at 1:00 P.M. site TBA on Monday, November 4, 2019.

## 9. Region Assignments

NOTE: The number preceding the school name is the school identification number, not the enrollment. For complete list of region assignment, click on link [www.ohsaa.org](http://www.ohsaa.org).

## 10. Regional Pairings – 2019 OHSAA Football Tournaments – All Divisions

Regional Quarterfinals	Top 4 Teams Host
Regional Semifinals	Neutral Sites - no rebracketing
Regional Finals	Neutral Sites - no rebracketing
Winner to State Semifinals	Neutral Sites - rebracket <u>may</u> occur

## 11. Regional Dates and Times

Quarterfinals			
	Friday, Nov. 8	Division I, II, III, VI	7:00 P.M.
	Saturday, Nov. 9	Division IV, V, VII	7:00 P.M.

Semifinals/Second Round Division I			
	Friday, Nov. 15	Division I, II, III, VI	7:00 P.M.
	Saturday, Nov. 16	Division IV, V, VII	7:00 P.M.

Finals/Third Round Division I			
	Friday, Nov. 22	Division I, II, III, VI	7:00 P.M.
	Saturday, Nov. 23	Division IV, V, VII	7:00 P.M.

## State Dates and Times

Semifinals/Also Division I Regional Finals			
	Friday, Nov. 29	Division I, II, III, VI	7:00 P.M.
	Saturday, Nov. 30	Division IV, V, VII	7:00 P.M.

Finals			
Thursday, Dec. 5 OR			
	Friday, Dec. 6	Division I	TBD
		Division II	TBD
		Division III	TBD
		Division VI	TBD
	Saturday, Dec. 7	Division IV	TBD
		Division V	TBD
		Division VII	TBD





Regulations governing the sport of football are divided into two basic categories: **General Sports Regulations** and **Football Regulations (sport specific)**. These are reviewed annually and approved by the OHSAA's Board of Directors.

## **General Sports Regulations**

These regulations can be accessed and address regulations that affect all sports governed by the OHSAA. They include, but are not limited to, such things as Instructional Programs outside the window of the season, Physical Fitness (Conditioning) Programs, Open Gym Regulations, No Contact Periods, Player and Coach Ejection Policies. These are important and *most* areas of concern can be addressed simply by reading through these Regulations or contacting your Athletic Administrator. They are easily accessed via the web by navigating to the "Football" webpage and clicking on "General Sports Regulations" on the left hand side or directly going to <http://www.ohsaa.org/sports/rqlts/GeneralSportsRegulations.pdf>. I **strongly encourage** you to take the time to read these to familiarize yourself and your staff with the various rules approved by our Board of Directors that govern all sports.

## **Football Specific Regulations**

Each spring, regulations for the upcoming school year are approved by the Board of Directors for every sport the OHSAA sponsors. These address areas such as (but not limited to) Non-Interscholastic competition, number of contests (game, scrimmage, or preview) that are permitted, season start and end dates, out of state travel, etc. All coaches should familiarize themselves with these regulations. Coaches should familiarize their entire staff with the importance of these Regulations as they directly affect the eligibility of student-athletes. Upon approval, they are submitted for printing to the annual OHSAA Handbook (which every administrator has been provided). These are also available through football web page at: <http://www.ohsaa.org/sports/rqlts/ft.pdf>. Football specific AND the General Sports Regulations are found on the left side of the page.



## The Officials Program

### OHSAA Staff

Angie Lawler, Dir. Of Officiating  
Tyler Brooks, Dir. Of Officiating  
Ben Ferree, Asst. Dir. Of Officiating



## A Message from Bruce Maurer, Director of Football Officiating Development

Welcome to another football season in Ohio. This “Pre-Season Manual” has been compiled for coaches **and** officials to serve as a reference from pre-season to postseason.

Several years ago, the OHSAA’s Board of Directors adopted a transition from the long standing “District Officials’ Committee (DOC)” to individuals directly responsible for officiating oversight in each specific sport. On the left column of this page, you will read the various directors hired to serve in this important role.

**Education and Recruitment** are the basic cornerstones for the Official Development Directors and as we make strides to improve these areas; the entire sport will stand to reap the benefits. I continue to work hand in hand with Beau Rugg, the OHSAA’s Sport Administrator for football and continue to serve as the lead interpreter of the NFHS Football Rules.

Several years ago, we created [www.ohsaafb.com](http://www.ohsaafb.com) to serve as an added resource for educational purposes. This past year we had over 14,000 site visits. In addition to rules interpretations & mechanics discussions, there is one quiz per week for 12 weeks- preseason & Weeks 1 – 10.

Added to the Football Manual this year is a detailed Rules Index with nearly 325 listings. This will help both coaches & officials to more easily find Rules.

The utilization of the 50 local football officials associations is critical in the communication necessary to meet our goals for providing quality, continuing education while also emphasizing the recruitment of new, young officials.

I continue to look forward to the limitless opportunities this position provides. *Everyone’s* efforts, from coaching to administrating to officiating ultimately benefit our greatest resource: the student-athletes in Ohio.

Thanks for the opportunity to serve the officials in Ohio!

Yours in High School Sports,

**Bruce Maurer**  
Director of Football Officiating Development



## 2019 Rules Information

### 2019 Football Rules Changes

The 2019 NFHS football rule changes have been released and are listed below. I have added a few comments for clarification. Please feel free to email me at [brugg@ohsaa.org](mailto:brugg@ohsaa.org) if you have questions.

#### **BY STATE ASSOCIATION ADOPTION, USE OF VIDEO REVIEW ALLOWED FOR STATE POST-SEASON CONTESTS [1-3-7 NOTE (NEW), TABLE 1-7 – 1-3-7 NOTE (NEW)]**

**Rationale:** By state association adoption, instant replay may only be used during state postseason contests to review decisions by the on-field game officials. This adoption would allow state associations to develop protocols for use of video replay.

**Comment:** We are looking at this and will decide on a course of action this spring.

#### **IMPROVED VISIBILITY OF NUMBERS [1-5-1c, 1-5-1c(6) (NEW)]**

**Rationale:** The purpose of numbers on jerseys is to provide clear identification of players. In order to enhance the ability to easily identify players, the committee has clarified the size requirements for jersey numbers through the 2023 season. The committee also added a new requirement that, effective in the 2024 season, jersey numbers must be a single solid color that clearly contrasts with the body color of the jersey.

**Comment:** This is needed.

#### **REDEFINED REQUIREMENTS FOR A LEGAL SCRIMMAGE FORMATION [2-14-1, 7-2-5a]**

**Rationale:** A legal scrimmage formation now requires at least five offensive players on their line of scrimmage with no more than four backs. This change will make it easier to identify legal and illegal offensive formations.

**Comment:** This rule has not really changed. Instead of counting 7 on the line of scrimmage, there is a maximum of 4 in the backfield. The definition of a “back” is (Rule 2, Section 32, Article 3): A back is any A player who has no part of his body breaking the plane of an imaginary line drawn parallel to the line of scrimmage through the waist of the nearest teammate who is legally on the line, except for the player under the snapper, who is also considered a back.

#### **PROHIBITION ON TRIPPING THE RUNNER [2-45, 9-4-3o (NEW), 9-4-3o PENALTY (NEW)]**

**Rationale:** In an effort to decrease risk, tripping the runner is now prohibited. It is now a foul to intentionally use the lower leg or foot to obstruct a runner below the knees.

**Comment:** This is a safety rule consistent with the NCAA and NFL.

#### **40-SECOND PLAY CLOCK [2-35-1, 3-6-1, 3-6-2a, 7-2-1]**

**Rationale:** To have a more consistent time period between downs, the rules committee approved situations where 40 seconds will be placed on the play clock. The new rule defines when 40 seconds will be placed on the play clock and when 25 seconds will be placed on the play clock.

**Comment:** This is very similar to the NCAA and NFL rules that you have witnessed for years. It will be simpler in that all administrative stoppages (except first downs) will be 25 seconds. There will be a separate communication to schools on re-programming visible clocks, if they have them. There will also be a communication to officials on reprogramming their timing devices.

**HORSE-COLLAR TACKLE ADDITION [9-4-3k]**

Rationale: Grabbing the nameplate area of the jersey of the runner, directly below the back collar, and pulling the runner to the ground is now an illegal personal contact foul.

Comment: This is a safety rule change.

**ILLEGAL KICKING AND BATTING PENALTY REDUCED [9-7 PENALTY]**

Rationale: The penalty for illegal kicking or batting the ball was reduced from 15 to 10 yards.

Comment: This distance better reflects the foul.

PLEASE EMAIL BEAU AT BRUGG@OHSAA.ORG WITH QUESTIONS.

## Rating & Voting of Officials



You often hear at tournament contests that “the tournament officials have been selected by a process approved by the Board of Directors”. That ‘process’ is an important one for both coaches AND officials and is the basis for officials assignments to OHSAA Tournaments. To make this process work it requires Coaches and Athletic Directors to do their part. Officials take this process seriously and it is in everyone’s best interest to have the correct input for the assignment of officials. A few important things to note:



1. Coaches **RATE** officials, other approved individuals **VOTE FOR** officials. Those other individuals’ are: athletic administrators; approved OHSAA assigners, each local Officials’ Associations, OHSAA Staff and other stakeholders approved by the Officiating Director.
2. Ratings are done at the conclusion of a game; voting is done at the end of the season. As mentioned above, ratings are done by COACHES at the conclusion of a game. Officials **are NOT able** to see how a coach rated.
3. “Pools” of officials are created as a result of ratings and votes. There is only one pool of officials for football. The pool has more officials than are needed. The pool is created by mathematically calculating the rating and voting categories.
4. The OHSAA Office utilizes the pool to assign officials to the **Regional and State Tournament**.
5. All Rating and Voting is done through the *myOHSAA*. Therefore, the data **MUST** be entered (official’s name and event) in order to receive ratings and/or votes and be included in a pool.
6. Coaches obtain a User Name and Password for access to the *myOHSAA* system. Information on how to obtain this is listed below.

In order for the process to work effectively, games and officials must be entered into ArbiterGame by a school’s Athletic Administrator. Schools that are the home team in a contest are the ones required to enter the contest and the officials. In some cases, league assignors have this capability. IF a contest is not entered, there can be no rating of officials. Please encourage your Athletic Administrator to enter contests into the system.

**Athletic Administrators receive separate instructions for VOTING** for officials at the conclusion of the season.

### **Please Note:**

Officials’ ratings/voting are used for the NEXT season. The officials you rate during the season THIS YEAR, will be assigned to the pool for NEXT YEAR’S tournament.

## Miscellaneous Information

### Inquiries

Our OHSAA office is here to help as needed, but depending on the time of the year it can be difficult to reach us. However, there are other sources of assistance. Our website ([www.ohsaa.org](http://www.ohsaa.org)) includes a great deal of information that covers many of the inquiries we often receive. The website provides football regulations, general sport regulations, tournament regulations, uniform regulations, etc. Your OHSFCA Officers are another great resource for you as well. Their contact information can be found on their website ([www.ohsfca.net](http://www.ohsfca.net)).

### Coaches' Comments to the News Media

OHSAA Bylaw 8, Section 2, reads in part, "Great care shall be exercised in the selection of officials, well in advance of the contest and agreed upon by schools involved. When the contest begins each school waives all of its rights so far as objecting to the officials." Public criticism of officials is a direct reflection upon those who were responsible for assigning the officials to the game. Officials are trained and expected to make no derogatory comments regarding the players, coaches, or schools. Coaches are expected to follow the same procedure. Failure to follow this request will result in disciplinary action.

### Pre-Season Parent/Player Meetings

We have encouraged coaches to invite local officials to meet with their team and parents at these meetings. It allows the officials to meet the athletes and discuss new rules. It gives athletes an opportunity to ask questions and have a discussion prior to game days. Since Pre-Season meetings are a requirement for all teams/schools, we also recommended inviting an official to these pre-season meetings. Again, it provides a forum for healthy discussions and an opportunity for parents to learn more about the game.

Pre-season meetings with parents are now **mandatory** and will most likely occur along with other fall sport teams. This is determined by each school's Athletic Administrator. This is the time to cover such things as eligibility requirements, individual school policies, individual sport policies, sportsmanship issues, expectations travel plans for away contests, etc.

Also, though mentioned later in this manual, a course titled "The Role of the Parent in Sports" has recently been offered by the NFHS and is FREE to parents. Encourage them to watch this VERY informative video course. The course is available through the [www.nfhslearn.com](http://www.nfhslearn.com) website.

### Wilson & Game Ball Information

- 1) Regular Season – Each team shall provide one or more new or nearly new legal football(s) for use during the game. Ideally, varsity officials should be provided the game ball(s) one hour before the kickoff. Use of a Wilson brand ball is strongly encouraged.
- 2) OHSAA Tournament – The official football of the OHSAA tournament is the Wilson GST. Each team shall provide at least three new or nearly new Wilson footballs (any model) for use during the game. Note: The penalty for a team that uses a football other than a Wilson in tournament play is the forfeiture of all expense reimbursement and ticket bonus, but not to exceed \$2,500.

## NFHS: 4 Quarters of Football Helmet Safety

Below is a link to a graphic courtesy of the NFHS website. The graphic emphasizes the “4 Quarters of Football Helmet Safety”. Please view and practice the concepts in the graphic.

### [4 Quarters of Football Helmet Safety](#)

## Coach Certification & Education Requirements

As outlined in Ohio Administrative Code, all Coaches of Middle School/Jr. High and High School teams must possess a “Pupil Activity Validation Certificate” to coach in Ohio. This includes paid coaches AND volunteer coaches. School administrators are responsible for maintaining records on compliance and most schools provide opportunities for their coaches to obtain the necessary coursework. The actual regulations AND the certificate can be downloaded from the OHSAA’s Sports’ Medicine page or directly at:

<http://www.ohsaa.org/medicine> . To obtain the required certificate through the ODE, one must:



- **Have completed a Sports’ First Aid Course**
- **Possess a valid CPR Card**
- **Have been approved by their local Board of Education or similar governing body**
- **Complete the NFHS Fundamentals of Coaching course**
- **Complete one of two approved Concussion Recognition courses**
- **Complete the Sudden Cardiac Arrest video & information bulletin – Lindsay’s Law** <http://www.odh.ohio.gov/landing/Lindsays-Law.aspx>

You can look up all requirements in detail on the ODE’s website at:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=1328>

Schools are required to submit coaches’ names along with valid permit numbers on the Official OHSAA Tournament Entry Form. Entry forms are audited on a random basis at the conclusion of each season.

### Concussion Legislation as it relates to Coaching Requirements

Though the entire law is explained later, all coaches today **MUST** complete one of two (2) approved Concussion Education programs online upon renewal of their Pupil Activity Permit any time **after April 26, 2013**. Individual student-athletes removed from contests with a suspected concussion are no longer permitted to return to play on the same day of the contest – regardless of the diagnoses. If they are removed by one of the individuals given this authority, they simply cannot return to play the same day. Written authorization IS required to return anytime thereafter and must be kept on file with the school Athletic Administrator indefinitely.

## Note on Scheduling & Out-of-State Competition

The first date for GAMES is **Monday, August 26**.

You may not play any regular season contest prior to **Monday, August 26**.

- If you scrimmage another opponent, it must be part of the other team’s allotted scrimmages also. In other words, it cannot be a ‘scrimmage’ for YOUR team and a regular season contest for the OTHER team. ANY contest in a non-bordering state **MUST** be counted as a GAME for both schools involved.

- Teams may not travel out of state **JUST to practice** but may practice while out of state for a contest.
- Teams may travel to a non-bordering state ONE TIME ONLY per season only and MAY NOT MISS ANY SCHOOL FOR TRAVEL OR COMPETITION
- 

The adopted and approved penalty for violations of the above are ineligibility for the OHSAA tournament.



## Concussion Management

### Implementation of State Law and NFHS Playing Rules Related to Concussion and Concussed Athletes and Return to Play Protocol

It is important for all individuals involved in interscholastic athletics to recognize the potential for catastrophic injury and even death from concussions. Thus it is extremely important that each coach, administrator, contest official and medical support personnel review their responsibilities in protecting students. Further both students and parents have responsibilities in this area as well.

**Note:** It has always been the ultimate responsibility of the coaching staff, in all sports, to ensure that students are only put into practice or contests if they are physically capable of performing. However, all individuals involved in the conduct of interscholastic competition have responsibilities in this endeavor.

In January 2011, the OHSAA Board of Directors adopted a sports regulation which incorporated the National Federation of State High School Associations (NFHS) playing rules related to concussion recognition and management. On April 26, 2013, legislation adopted by Ohio's General Assembly on concussion and head injuries in youth sports became effective. On February 14, 2013, the OHSAA Board of Directors mandated that these regulations become effective on April 26, 2013, for the remainder of the spring sports season and thereafter. This OHSAA regulation, as amended to incorporate this recent legislation, now reads:

Any student, while practicing for or competing in an interscholastic contest, who exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the practice or contest by either of the following:

- 1) The individual who is serving as the student's coach during that practice or competition.
- 2) An individual who is serving as a contest official or referee during that practice or competition.

### Return to Play Protocol

If a student is removed from practice or competition due to a suspected concussion or head injury, the coach or referee who removes the student shall not permit the student, **ON THE SAME DAY THE STUDENT IS REMOVED**, to return to that practice or competition or to participate in any other practice or competition for which the coach or contest official is responsible. Thereafter, which means no earlier than the next day, the coach or contest officials shall not permit the student to return to practice or competition until both of the following conditions are satisfied:

- 1) The student's condition is assessed by either of the following:
  - a. A physician, who is a person authorized under Chapter 4731 of the Ohio Revised Code (OCR) to practice medicine and surgery or osteopathic medicine or surgery (M.D. or D.O.)
  - b. Any other licensed health care provider that the school district board of education or other governing authority of a chartered or non-chartered nonpublic school, authorizes to assess the student who has been removed from practice or competition.
- 2) The student receives **written authorization** that it is safe for the student to return to practice or competition from a physician or other licensed health care provider authorized to grant the clearance. Click here [Authorization to Re-Enter Form](#) to retrieve the OHSAA's Medical Authorization to Return To Play (RTP) form.

A school district board of education or governing authority of a chartered or non-chartered nonpublic

school may authorize a licensed health care provider who is NOT a PHYSICIAN to make an assessment and grant authorization for a student to return to participation ONLY if the provider is acting in accordance with one of the following as applicable to the provider's authority to practice in Ohio:

- 1) In consultation with a physician;
- 2) Pursuant to the referral of a physician;
- 3) In collaboration with a physician, or
- 4) Under the supervision of a physician.

**Note:** A physician or other licensed health care provider who makes an assessment or grants clearance for a student to return to participation may be a volunteer.

### **Coaches Requirements**

All coaches, paid and volunteer, must possess a current Department of Education-issued Pupil Activity Program/Coaching Permit. When renewing this permit, the coach will be required to complete an online concussion education course as stipulated in the section entitled **Approved Online Concussion Education Course**. This course is valid for three years and expires at the time the Pupil Activity Program/Coaching Permit expires.

### **Contest Officials Requirements**

New legislation signed into law by the Governor provides that no school "shall permit" an individual to referee interscholastic athletic contests unless the individual holds a Pupil Activity Program/Coaching Permit or has successfully completed within the last three years a training program in concussion recognition. Therefore, all OHSA licensed officials shall possess either a current Department of Education-issued Pupil Activity Program/Coaching Permit or show evidence of completing an approved online concussion education course as stipulated in the section entitled Approved Online Concussion Education Courses. This course is valid for three years from the date of completion.

### **Student and Parent Requirements**

All students and their parents or legal guardians shall review and sign the "Concussion Information Sheet" which has been developed by the Ohio Department of Health and which shall be distributed by OHSA member schools to all students and their parents prior to each sports season. Students and parents shall review and sign this form each year and should keep a copy of the form. In addition, parents and students are encouraged to complete an approved concussion education course. The Concussion Information Sheet can be found here: <https://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/health/child-injury/Youth-Concussion/Attachment-3-ODH-Concussion-Information-SheetFor-Interscholastic-Athletics.pdf?la=en>

### **NFHS SUGGESTED MEDICAL CLEARANCE RETURN TO PLAY PROTOCOL**

1. No exertional activity until asymptomatic.
2. When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
3. Initiate aerobic activity fundamental to specific sport such as running or skating, and may also begin progressive strength training activities.
4. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
5. Full contact in practice setting.
6. Game play/competition.
  - Athlete must remain asymptomatic to progress to the next level. (It is often suggested that an athlete not be allowed to progress more than one level per day.)
  - If symptoms recur, athlete must return to previous level and should be reevaluated by an

appropriate health care professional.

- Medical check should occur before contact. (Final written clearance from the medical professional shall be obtained before the athlete engages in any unrestricted or full contact activity.)

### **QUICK LINKS FROM THE OHIO DEPARTMENT OF HEALTH**

#### **Ohio Department of Health Concussion Information Sheet**

<https://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/health/child-injury/Youth-Concussion/Attachment-3-ODH-Concussion-Information-SheetFor-Interscholastic-Athletics.pdf?la=en>

### **ADDITIONAL CONCUSSION RESOURCES**

#### **Nationwide Children's Hospital – Concussion Information Toolkit**

<http://www.nationwidechildrens.org/concussion-toolkit>

#### **CDC Heads Up to Schools: Materials on Returning to School for Parents, School Nurses and Educators**

<http://www.cdc.gov/concussion/HeadsUp/schools.html>

#### **Brain Injury Association of Ohio**

[www.biaoh.org](http://www.biaoh.org)

## **Authorization to Reenter Form for Schools**

Ohio High School Athletic Association  
4080 Roselea Place, Columbus, Ohio 43214  
PH: 614-267-2502; FAX: 614-267-1677  
[www.ohsaa.org](http://www.ohsaa.org)

Medical Authorization to Return to Play When a Student  
Has Been Removed Due to a Suspected Concussion

Please follow this link to access the "Return to Play Form":

<http://ohsaa.org/Portals/0/Sports-Medicine/AuthorizationToReenter.pdf>

## Lightning and Inclement Weather

### OHSAA Lightning and Inclement Weather Regulations (Approved By the OHSAA Board of Directors 6-3-19)

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include the nearest office of the National Weather Service.

#### Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas, and determine the amount of time needed to get everyone to the designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
  - a. When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. **30-minute rule.** Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.

\* At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at the start of the season.

## **Bands and Stadium Noise**

From the 2019 Football Regulations:

A. Bands shall not play music at football games while the ball is in play, or while signals are being called by the quarterback. This means that it is not permissible to use either:

1. Drum roll or beat
2. Cymbals clashing
3. Horn sounds, or
4. Any other kind of musical instrument while the play is underway in football.
5. Roving bands shall be allowed to participate at the discretion of the host Athletic Director. However, such bands shall not perform while the ball is in play or while signals are being called by the quarterback.

B. Amplified noise shall not be played while the ball is in play, or while signals are being called by the quarterback. This includes, but is not limited to:

1. Any noise over the public-address system.
2. Any “powered” noise such as a cannon or whistle.

## Questions & Answers

The OHSA receives a *large* volume of calls and email at the conclusion of the season in regard to what coaches 'can and cannot do'. Though this is not inclusive, a few guidelines are listed below to assist you AND your middle school and sub-varsity coaches. Please remove, copy and share this page with others on your staff. Please go through your Athletic Administrator for questions related to the OHSA's Bylaws and Sports' Regulations.

### **#1**

**Q. A college has contacted one of my players and asked them to participate in a camp. Can I give them all of their equipment?**

A. No! Do not allow them participate in a camp in full equipment/pads, they may only use a helmet.

### **#2**

**Q. I have been asked to be a volunteer running backs coach at our Junior High School. Is it really necessary to obtain a Pupil Activities Validation Permit?**

A. Yes. The Ohio Department of Education requires that every coach have a PAV Permit. You may phone 614-728-5004 to locate classes near you.

### **#3**

**Q. My friend is the Head Coach. He said to just show up and not worry about the ODE requirements or school board. He said it only matters for Head Coaches.**

A. Whoa! Bad advice for you and the school. All coaches must be approved by the Board of Education. All coaches must meet the Ohio Department of Education criteria. Failure to do so violates OHSA Bylaws and results in even greater exposure to liability risks for you and the school.

### **#4**

**Q. How can I check the heat – humidity factor or heat index and protect the health of our players?**

A. We use the wet-bulb globe temperature (WBGT) index.

### **#5**

**Q. Can I count some of my coaching contact days I use in July as five acclimatization days and go full contact when we start two-a-days?**

A. No. Physicians and Athletic Trainers agree on the importance of the first five days of practice being used to acclimate players to the heat and humidity. Beginning July 30 players can practice two days with helmets, shoes and shorts. Days three and four are in helmets and shoulder pads. Day five can be in full uniform. Day six is the first contact day.

### **#6**

**Q. One of our varsity soccer players wants to kick for the varsity football team on Friday nights. Should I make him (or her-there are schools that have girl kickers) practice with the football team?**

A. Yes. All athletes joining the team for the first time at any point during the season after the first day permitted for coaching also must participate in a five-day acclimatization period prior to any contact drills. There must be an adequate recovery period between practice sessions.

### **#7**

**Q. A college has contacted one of my players. He's been told he needs to attend that college's football camp so that he can be evaluated for a scholarship. Our player has asked to use our school's football equipment in order to participate in this contact camp. Should I let him use the equipment?**

A. You may allow him to use a helmet, but do not allow him to use other football equipment. More importantly, do not allow any player to attend a contact football camp. Ohio football players are only permitted to participate in non-contact camps only between June 1 – July 31. No equipment other than helmets can be worn until the third day of scholastic football practice.

**#8**

**Q. Can members of our team play indoor – arena-style-football after the football season ends.**

A. No. Kids can only play non-contact football during the June 1 – July 31 time frame.

**#9**

**Q. Can football players play “flag” or “touch” football in an organized setting in the spring?**

A. No. Kids can play non-contact football, but only during the June 1 – July 31 time frame.

**#10**

**Q. Must a physician be in attendance at all our football games?**

A. Certainly having a physician or trainer on-site and available for any football game is highly desirable. Likewise, it is desirable to have a squad of EMT's at games. There is no OHSAA requirement that physicians, trainers or EMT's (squad) be present at regular season football games.

**#11**

**Q. Can a student-athlete use summer school to become eligible in the fall?**

A. Students cannot establish eligibility through summer school grades. Eligibility is established at the conclusion of the final grading period of the year for the first grading period of the following year. It may be permissible for a student-athlete to raise his GPA through a summer school. Check with your Principal.

**#12**

**Q. What is meant by non-contact football? What can we do in June and July?**

A. A working definition of **contact** football is: Player to Player contact that is normal activity in the game or practicing of football (i.e., blocking, tackling, hitting). Therefore, such activity is not permissible in the period of time that allows non-contact football. During June and July non-contact passing leagues and games are permitted. The use of padded equipment, such as hand-held dummies, would be permitted during drills and instruction. Players are prohibited from wearing football equipment except for a helmet and shoes.

**#13**

**Q. What is the definition of non-contact as it applies to football practice, especially the first five days of practice?**

A. No person on person contact is permitted until day six of practice. Use of hand-held dummies, sleds and stand-alone dummies is permissible.

**#14**

**Q. A freshman coach was ejected from the freshman game on Thursday. Can he help coach the varsity team on Friday night?**

A. No. The freshman coach is ineligible to coach in any game until he sits out one freshman game.

**#15**

**Q. What is the penalty for a coach or coaches who exceed the 10-day coaching limit during June and July?**

A. The penalty is at the discretion of the OHSAA Football Administrator. Previous violations have resulted in coaching suspensions, reduction in future coaching contact days, probation for the football program and monetary fines. Intentionally violating OHSAA regulations may lead to denial of tournament participation.

**#16**

**Q. I am a coach. I have a student that has reported for practice, but we're already on the sixth day of practice. Does he have to go through acclimatization and when may he participate in a scrimmage/game?**

A. Yes he must go through 5 days of acclimatization, then after acclimatization, he may participate in a scrimmage/contest when the team is eligible to participate (9-12: seven days of practice prior to first scrimmage, 7-8<sup>th</sup> grade: ten days of practice prior to first scrimmage).



## Specific Information for Officials



### Tournament Selection Process



Tournament selection and contracting is done through the *ArbiterOne*. It is utilized to capture and certify the availability and eligibility of OHSAA tournament eligible officials in ALL sports. All officials who are tournament eligible are sent an email with step-by-step instructions on how to access and complete the OHSAA tournament questionnaire. Questionnaires **must** be completed in by the posted deadline and officials will receive this notification approximately 14-20 days prior to the application deadline.

Contracts for tournament contests are issued electronically through the *ArbiterOne*. The OHSAA office is responsible for all of the football tournament's assignments.

Being an OHSAA tournament ELIGIBLE official is **not a guarantee** of an OHSAA Tournament assignment.

### Ejection Protocol

Officials shall file a report with the school and the OHSAA office whenever a coach or player is ejected from an athletic contest. Officials will file the report by clicking the "Submit New Ejection Form" from their myOHSAA profile Dashboard. The report shall be filed with the reported school and the OHSAA within 48 hours of the ejection. Whenever an ejection occurs, the ejecting official shall speak with the offender's principal/athletic director no later than the first school day following the ejection. An official failing to follow the ejection protocol and/or failing to file the Official's Report may be penalized in accordance with Section 7 of the OHSAA Handbook for Officials.

The "Official's Report" form is also used to report good or poor sportsmanship, severe injuries, facility problems, or equipment problems. Ejections other than players or coaches and other items of which the Football Administrator should be made aware must be provided.

### General Ejection Procedures

General Sports' Regulation 14.2 (passed by the OHSAA's Board of Directors in 2008) requires any coach ejected from a contest (paid OR volunteer) to complete the **Teaching and Modeling Behavior** course through the NFHS and submit payment of a \$100.00 fine within 30 days of the ejection.

### Handbook for Officials

All officials are responsible for being knowledgeable and practicing the content found in the Handbook for Officials, found here: [Handbook for Officials](#)

## Pre-Game Public Address Script

The Board of Education, Superintendent, Principal and Athletic Council of

\_\_\_\_\_ (Host School)\_\_\_\_\_ High School extends to each of you a cordial welcome. We are pleased that you are here (today) (tonight).

\_\_\_\_\_ (Visiting School)\_\_\_\_\_ High School and the  
\_\_\_\_\_ (Home School)\_\_\_\_\_ High School are members of the Ohio High School Athletic Association and abide by high standards of conduct, competition and relations with member schools.

The athletes in this game are friendly rivals. While play may be fierce, all in attendance (today) (tonight) are reminded that this is a game between youngsters and that sporting behavior is expected.

The officials assigned to this game have been selected and assigned according to the procedures adopted by the Ohio High School Athletic Association and the \_\_\_\_\_(League/Conference)\_\_\_\_\_.

The officials are:

Referee \_\_\_\_\_

Umpire \_\_\_\_\_

Linesman \_\_\_\_\_

Line Judge \_\_\_\_\_

Back Judge \_\_\_\_\_

And now the introduction of the players for each team.

## Coaches' Code of Ethics



### From the NFHS Football Rules Book

*The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.*

**The Coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The Coach** shall uphold the honor and dignity of the profession. IN all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The Coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The Coach** shall promote the entire interscholastic program of the school and direct the program in harmony with the total school program.

**The Coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The Coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The Coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The Coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

**The Coach** shall not exert pressure on faculty members to give students special consideration.

**The Coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## Sportsmanship

***Sportsmanship is EVERYONE'S Responsibility!***

### NFHS Sportsmanship Mission Statement



Good sportsmanship is viewed by the National Federation of State High School Associations (NFHS) as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

### The Official's Role in Sportsmanship



The National Association of Sports Officials (NASO) conducted a survey of 550 sports officials and asked “*what is the number-one problem in our games today?*” Not too surprising, the number one response was “Poor Sportsmanship”. As a result, the NASO brought together some of the best and brightest in youth, high school, collegiate and pro sports to examine the issue and explore the official's role in promoting positive on-field behavior. The results were published in the book at the right and identified 3 critical ideas:

1. What exactly is at Stake
2. What is Expected of Officials, and,
3. What steps need to be taken



As a result, the following are important results of this study and publication:

1. 65% of respondents indicated their respective associations do not do *enough* to help improve sportsmanship.
2. 89% of officials responding consider themselves PARTNERS with players, coaches and administrators in improving sportsmanship.
3. 54% of officials responding indicated they felt they DO have the training, authority and knowledge to make an impact.

### Sportsmanship for Parents

The NFHS has made a NO COST online course available to PARENTS...to help them understand their role in their son/daughter's athletic career. The course is titled “The Role of the Parent in Sports” and is easily accessible through the “Learning Center” at [www.nfhslearn.com](http://www.nfhslearn.com). And, again...it is FREE and a good tool for coaches to use in dealing with parents.

As we prepare for the upcoming seasons, the Ohio High School Athletic Association (OHSAA) wishes to emphasize to each of you the importance of your leadership role in the promotion of sportsmanship, ethics and integrity. The professional manner in which officials and coaches conduct themselves prior to, during and following a contest unquestionably impacts the behavior of others who may be involved.

The OHSAA has joined the National Federation of State High School Associations (NFHS) in its quest to improve sportsmanship, ethics and integrity. We are involved in an ongoing campaign in every sport to do just that. Printed below is the mission statement of the NFHS concerning sportsmanship, ethics, and integrity. Please take the time to read and digest this statement and then carefully consider your impact upon students, officials, coaches, and fans. Thank you and have a great season!

The Ohio High School Athletic Association challenges all of us in the football community to take positive steps toward the goal of attaining the high ideal of good sportsmanship. It is the responsibility of each of us to serve as a positive role model and set high expectations for others.

### Administrators

Athletic departments are comprehensive, pre-eminent teaching departments with a subject matter all their own: self-confidence, leadership, teamwork, discipline, perseverance, respect for others, strategic thinking, dedication, the importance of rules, and sportsmanship. These are true life lessons and participation in athletics provides another forum for learning. Coaches and Officials are responsible for promoting sportsmanship and positive behavior on the field. Administrators, we need your continued assistance in promoting sportsmanship and controlling fan behavior in the stands! Let the parents and fans know what you expect!

### Coaches

Your athletes will demonstrate the attitudes and behaviors they have learned from you, either through direct instruction or through observation of your actions. ***Never underestimate the influence you have on your players!*** You must:

- Abide by and teach the rules of the game in letter and in spirit.
- Set a good example for players and spectators to follow.
- Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will serve to create a positive impression of you and your team.
- Display modesty in victory and graciousness in defeat.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.

It is difficult to develop a great shooter, a great rebounder or a great free-throw shooter. That is true. However, your greatest challenge is to develop mature young adults who will become great citizens and role models in your community.

### Officials

Your job is not an easy one, but the official must be aware that they are an important component in the educational development of students. To carry out this responsibility, you must:

- Know the rules and mechanics of our sport and the philosophy behind them.

- Get fit and stay fit. An official with all of the rules and mechanics knowledge and people skills in the world does no good if he or she cannot physically keep up with play.
- Maintain professional and ethical relationships with athletic administrators, especially in the area of fulfilling game contracts.
- Work cooperatively with fellow officials during games and within the referees' association to improve members' performances.
- Maintain at all times and when interacting with all participants, an attitude of civility and professionalism.
- Practice effective preventive officiating as much as possible before, during, and after a match. The quiet word, proper signals, timely verbal instructions, a simple thank-you to a player for avoiding an unsporting act, and well-thought-out pre-game conferences with the teams and other game officials will result in an improvement of sportsmanship by eliminating the chance for things to go wrong.

### **Student-Athletes**

You serve as a role model for your younger siblings, young fans in the stands, your teammates, and your classmates. Set high expectations for everyone and help them follow-through! You must:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and the community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the rules of the game thoroughly and discuss them with others. This will assist everyone in the achievement of a better understanding and appreciation of the game.
- Treat opponents as you would like to be treated.....with respect.
- Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will serve to create a positive impression of you and your team.

### **Conclusion**

Good sportsmanship is everyone's responsibility. It is the essence of interscholastic athletics.

Remember...some may question an official's call or a coach's substitution, but no one can question the value of good sportsmanship.

### **OHSAA Resources**

On our website ([www.ohsaa.org](http://www.ohsaa.org) – click on “Sportsmanship” on the right side of the screen) you will find **Fair Play Codes** for athletes, coaches, and fans, as well as additional information regarding **parents' role in interscholastic athletics**. The sportsmanship page also includes information about the Harold A. Meyer Sportsmanship Award, the newly adopted “Respect the Game Challenge” and the Archie Griffin Sportsmanship Award. Please feel free to contact us with any additional questions.

## **XVII. Addendum A: OHSAA Guide to Officials: Being a Good Guest**

Sport officials play an important and integral role in the fulfillment of contests providing educational value to high school young men and women. Our conduct and handling of situations provides an important contribution to the development of participants and high school spectators. You represent the very integrity of the game. Your conduct before, during, and after the contest will reflect and ultimately shape attitudes towards authority figures and sports officials in general. As a contest official, you represent not only yourself and your respective association, but all officials and the OHSAA.

### **Prior to the Contest**

1. Respond promptly to a contract offer to officiate.
2. If the school attempts to contact you to confirm the game, inform you of changes or important details such as change of venue, opponent, Senior Night, time, respond promptly. Return all calls and emails timely and professionally.
3. Call the school to confirm if the school has not called you. Leave your cell phone number if available. If possible, obtain a contact and number that you can call if a last minute issue arrives.
4. Email the Athletic Director. Secure a phone number to call on the day of the contest if travel complications arise.
5. Get directions so you know where the contest is held, particularly if it is not on school grounds.

### **Arrival at the Site**

1. Be courteous to all you meet. The memory of your conduct will last long after the game.
2. Park intelligently. Avoid areas where boosters may be congregating. If officiating a sport where your locker room is the parking lot – be aware of what can be seen. Be discreet and as invisible as possible.
3. Let the AD/coach know you are at the site.
4. Dress in a manner that reflects well upon yourself, other officials, and the OHSAA. Be mindful of team colors in your dress. Dressing in a bright red shirt as you officiate the “Big Red” may cause some speculation from an opponent.

### **Dressing Room**

1. Check to see if there are changes to the event schedule.
2. Take care of any requested paperwork or vouchers.
3. Treat the dressing room appropriately and respectfully. Leave it in better shape than when you arrived. Place all towels that were provided in one central area.
4. Don't leave bottles or trash strewn about. Gather and secure all trash in appropriate containers as you leave. Leave the room or area in better condition than how you found it.
5. If the game was on an outside venue, don't clean your shoes on the walls or floors.
6. Realize that not every school will be able to provide food or drink. Do not take any frustration out on those helping you or working the concession stand. Treat everyone you encounter with respect and dignity.
7. Don't expect or ask for any special favors or entitlements. You are there to officiate, not be honored.
8. Appreciate whatever is provided.
9. Say “please” and “thank you” and “you are welcome.” They go a long way.

### **Contest Site**

1. Arrive ahead of time; be there as the respective sport requires.
2. Enter together, as a crew. Leave together, as a team.
3. Be friendly, yet firm as needed in gaining cooperation to have any site needed changes made. Explain the need. Be patient; be understanding; but be professionally firm. It is about the players.
4. Ignore the fans unless they are inciting players on the opposing team, using insulting/offensive/abusive language. Do not tolerate gestures or behavior that prevents you from performing your role.
5. Smile occasionally. Let your body language reflect that you are glad to be at the game.
6. Most schools have a no tobacco policy for their premises. Respect their policy and abide by it. Do not use tobacco while on school grounds or fields.

### **After the Game**

1. Shower and pack in a timely manner. Don't hang around. School personnel want to leave as well.
2. Ensure the dressing room is tidy and picked up. Turn off all showers and leave towels in one place. Turn off lights as you leave.

3. Leave with only what you brought. Take no towels, balls, souvenirs.
4. Thank those who helped you. Be gracious even if you were not treated as you deserved.
5. Don't leave any trash/bottles/etc. in the parking lot as you leave.
6. Be the guest whom the host wants to have return.

Some officials bring joy wherever they are; other officials bring joy only whenever they leave.



## Addendum B: OHSAA Guide to Being a Good Host

In general, treat officials in the same manner as a guest in your home. Your fans, supporters, coaches, and players will emulate how you treat officials. Show how you value the role officials perform by treating them with respect and in a professional manner.

### **Introduction**

Officials play an extremely important, integral role in an interscholastic athletic event. Yet we are facing an increasing shortage of officials in most sports and activities. How one hosts and treats officials when the event is their responsibility speaks volumes in showing the respect and appreciation for their role, effort, and hard work in these educational contests. Providing officials with a welcoming atmosphere and basic essentials for the several hours they will be at your event will benefit everyone. By showing your appreciation, more officials will continue in this avocation and will help the OHSAA to continue to build and maintain a strong base of experienced, competent officials.

The OHSAA recognizes that the school administration has many duties and responsibilities on game day and nights. There are also limitations with regard to facilities, funding, and staffing. It is our hope that you will consider the suggestions provided in this publication and put into practice as many as possible. Officials ask no more than what you expect of them – to give it your best. Thank you for hosting and treating officials in the best possible manner. Ultimately, it is in your best interest.

### **Prior to the Contest**

1. Ensure there are contracts for all your games and activities.
2. Obtain the list of the officials assigned to your games and double check dates/times/locations.
3. Have an alphabetical list of your upcoming event officials along with contact numbers in case of a cancellation/postponement/delay.
4. Officials are to contact you to confirm date, time, and site several days in advance of the contest. If you do not hear from an official, do not assume all is okay.
5. Inform officials of any special parking instructions, who will be there to meet them upon their arrival, and details of any special ceremonies such as homecoming, senior night, etc.
6. Notify officials when there are changes, postponements, or delays.
7. Take appropriate measures to provide security for officials before, during, and after the game.
8. Insure that the playing surface/field is properly prepared for the contest: well-maintained; lined properly; team and official areas marked in accordance with NFHS diagrams; no safety hazards; scoreboards and horns/buzzers operating; PA system in working condition.
9. Provide trained individuals to perform needed game functions – scorekeepers, timers, table workers, announcers, site managers. Have at least one experienced individual on site.
10. Provide proper medical personnel at the contest. Notify the officials who they are and where they will be during the event. If there are special procedures for requesting emergency medical assistance, please advise the officials. Let the officials know where safe shelter is located in the event of inclement weather or a weather emergency.

### **Day of the Event**

1. Reserve appropriate number of parking spots for officials.
2. Have your host greet and meet the officials upon their arrival and escort them to their dressing room.
3. Provide a clean, spacious private area to be used as a dressing and/or meeting room. If there are male and female officials, provide appropriate accommodations for everyone.
  - a. The facility should have a toilet and a shower if possible. Make sure there are enough chairs and lockers that can be locked available.
  - b. The areas should not be used by coaches or other school personnel during the contest.
  - c. Provide water, sport/energy drinks, soda for half-time and after the game. Having a cooler with the drinks in them is very convenient.
  - d. Officials will spend several hours or more in getting to, working, and leaving the contest. Many will not have eaten for many hours so some snacks are most appreciated.
  - e. Provide towels if possible.
  - f. Insure the showers are working and providing hot water.

- g. Escort the officials to and from the dressing room. Notify them of time remaining at half-time. Be sure to lock the room when the officials leave and have the room unlocked prior to the officials returning. Having to wait for the room to be unlocked provides an opportunity for unfortunate situations.
4. Provide officials with any needed instructions for the contest: pre-game times, names of bench personnel, and information on special pre-game or half-time ceremonies.
5. Make sure the officials are aware of any special conference policies or procedures.
6. Have needed paperwork for game payment available upon the officials' arrival. Provide proper security for the completed papers. Make them aware of when the check should be mailed.
7. Provide officials with properly inflated game balls, pucks, softballs, baseballs, etc. Have extras available if needed.

### **During the Contest**

1. Set high expectations with your coaches in regard to their sportsmanship and behavior and insist they do the same with their players. If coaches and players role model proper behavior towards an official, the fans may behave properly.
2. Read the OHSAA statement about sportsmanship and officials.
3. Introduce the officials prior to the starting lineups.
4. Make sure site managers understand clear instructions as to their duties and responsibilities.
5. Ensure proper arrangements have been made and that plans are in place to contact appropriate personnel in case of an emergency.
6. Keep all locker rooms, dressing areas, and other areas used by officials, players, and coaches clear from unauthorized personnel.
7. Have trainers and doctors available when possible.
8. Make arrangements to have supplies available to clean up any blood/bodily fluids. Provide proper maintenance to clean floors, wrestling mats, etc. as needed.
9. Have someone carefully observe the contest and the spectators and be prepared to handle problems as necessary and appropriate. Handle those that might directly affect the officials and their ability to work the game.
10. Be prepared to support officials and assist fully with any request that they may have in regard to problems with spectators. Remove a spectator when requested or needed.
11. Inform the officials of the best means to find and communicate with you or the site manager during the contest.
12. If necessary, have someone serve as ball personnel (football, soccer); retrieve balls (volleyball, basketball), return foul balls (baseball, softball).
  - a. Require Chain Crew and the Timer to meet with the Football crew prior to the game.
  - b. Have someone notify the Basketball crew when there are 3 minutes left before the end of the halftime intermission.

### **After the Contest**

1. Provide an escort to ensure that the officials return safely to their dressing rooms.
2. Do not allow unauthorized individuals access to the officials.
3. Provide refreshments for the officials after the contest whenever possible.
4. Be prepared to provide an escort for the officials to their cars when needed.
5. Regardless of the outcome, show respect and appreciation for their hard work and efforts. Thank the officials, and better yet, have your players and coaches thank them.
6. Have your coach submit officials' ratings on-line in an appropriate, timely manner.